



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 27, 2009

Transmitted Via E-Mail

Kathryn Hayes, Manager of Training
The Clorox Company
1221 Broadway
Oakland, CA 94612
kathryn.hayes@clorox.com

Dear Ms. Hayes:

RE: FINAL MONITORING VISIT REPORT for Clorox 4 – ET07-0300

Date of the Visit:	3/24/09
Beginning/Ending Time:	10:00 -10:20 a.m.
Date of Last Visit:	12/9/08
Visit Location:	Via Telephone to review final project statistics
Persons in Attendance:	Kathryn Hayes, Clorox; Lisa Douglas, California Training Administration (CTA); Teresa Teles, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	3/6/07 – 3/5/09	Agreement Amount:	\$1,529,280
Allowed Training Start Date:	3/6/07	No. to Retain:	1,620
Date Training must be Completed:	12/5/08	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	75

FINAL REPORT SUMMARY:

HISTORY OF AGREEMENT CHANGES

ETP approved one Agreement Modification on July 23, 2007, which corrected the language under Exhibit A, VI. Training Standards, D, Training Definitions, 3.

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www.etp.ca.gov
ETP (04/15/05)

INTERVIEW WITH CONTRACTOR'S REPRESENTATIVE

- What barriers, if any, did your company experience in implementing your ETP project?

One barrier was the timing of some large scale IT projects that we were suppose to have been completed and start training during the term of the agreement. Clorox was unable to execute at least a couple of the technology projects.

- What problems, if any, did your company experience with ETP record keeping?

One big challenge was getting everyone back in the habit of filling out rosters correctly and turning them in. It was difficult to get people to take the time to include all the required information on the rosters such as time, date, and even getting the instructors to sign correctly has been a challenge. These issues seemed to have been addressed later but got off to a rocky start.

- What assistance could ETP have provided that would improve the process for future Contractors?

The ETP analyst has been a great help in keeping Clorox on track and in supporting the work we the company is doing. She has offered great ideas, advice and council and worked closely with the consultant as well.

- How did your company benefit from the ETP training?

Clorox has benefited greatly from the ETP Training. The company has renewed its focus on building internal capabilities. This has been proven in this last year when Clorox needed to cut costs and the company implemented a hiring freeze (with some exceptions) and was able to re-train or re-skill a number of people to take on broader and in some cases different roles and still be successful. It has been very good employees to gain new skills and broader capabilities. Clorox continues to look to the current workforce for future leaders and the ETP funding has been essential in helping support people's skills to be able to take on greater responsibilities. Clorox continues to be committed to keeping their workforce in California despite challenges such as cost of living etc. The ETP training has helped keep and develop good people and move people closer to the important work so that the company does not have to recruit expensive talent outside the company. This turns out to be a better alternative than considering moving departments out of state and I also continues to support the California economy.

PROJECT STATUS:

Trainees Started Training:	1727	No. Completed Minimum Reimbursable Hours	1347
Trainees Enrolled:	1811	Completed Maximum Hours:	52
Dropped Following Enrollment::	129	Completed Training and Retention Period:	1347

Records show that 1,347 trainees have completed training (83% of planned retentions) for projected earnings of \$1,522,975 (99% of the encumbered total \$ 1,529,280.00).

AUDIT:

Clorox will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

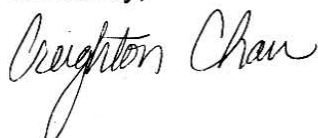
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at tteles@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager
San Francisco Bay Area Regional Office



Teresa Teles, Analyst
San Francisco Bay Area Regional Office

cc: Lisa Douglas, CTA, lisa.douglas@att.net
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 4/27/09